

TAX MAP TECHNICIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level traineeship position which performs daily update maintenance on county tax maps. Appointees to this class are provided on-the-job and formalized training, when available, designed to provide essential knowledge and skills including: research and interpretation of property records such as deeds, surveys and wills, redrafting to original maps and notifying local officials and affected parties of all changes. Employees in this position work with electronic mapping software applications. This position involves working closely with local assessors, title searchers, attorneys and the general public. Upon the successful completion of the training program, the employee assumes the full performance position of Tax Map Technician without further examination. Work is performed under the direct supervision of a higher level employee. Supervision is not a function of the class.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities which could reasonably be expected to be performed by an employee in this title.

1. Assists in the maintenance of tax maps of assigned municipalities by reading and plotting deed descriptions, verifying property ownership and tax identification numbers, checking sales reports for accuracy and preparing documentation packages for local assessors;
2. Assists in researching and interpreting property titles, survey maps, wills, foreclosure actions and other court proceedings in relation to mapping problems;
3. Assists in redrafting additions, deletions and corrections to original maps using manual and computer technology;
4. Assists in consulting with property owners, public officials, title searchers, attorneys, etc., to resolve property boundary issues and inform them of mapping changes;
5. Assists in splitting and merging parcels, per legal filings and at the direction of local assessors, assigns new property identification numbers and ensures that chains of title to property are unbroken;
6. Reads and assists in interpreting aerial ortho photography and utilizes rectified base maps and other technologies, such as GPS, to ensure that property line placements are accurate to actual ground locations;
7. Assists in answering inquiries from general public, property owners and officials concerning tax maps;
8. Attends training sessions and studies technical manuals to learn mapping rules and regulations and learn electronic software used for digital drafting such as Arcview, ArcInfo and NovaL.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of the principles, tools and materials used in tax mapping in order to prepare and maintain County tax maps;

Knowledge of deeds and other property records in order to read, interpret and research such information in order to prepare and update tax maps;

Knowledge of the general principles and techniques of Geographic Information Systems (GIS) in order to produce tax maps and related mapping reports;

Skill in both manual and digital drafting in order to produce and update tax maps;

TAX MAP TECHNICIAN TRAINEE (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Knowledge of a variety of software packages used in a GIS environment such as ArcView, ArcInfo, and NovaL in order to prepare and maintain digital tax maps;

Ability to read and understand a variety of legal documents relating to property description data, such as deeds, wills, foreclosure actions, etc; in order to interpret changes affecting tax maps;

Ability to communicate both orally and in writing with a variety of people to provide and obtain information related to mapping problems;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) Graduation from a regionally accredited college or university with an Associate's degree, which included or is supplemented by at least two post high school courses in surveying, drafting or GIS applications;

OR: (B) Graduation from high school or possession of a high school equivalency diploma and two years of full-time experience in surveying, drafting or GIS applications work or work experience which involved deed searching, plotting and deciphering as a major function of the position;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

RP0212

ADOPTED: 01/01/01 (Tax Map Technician I)
 05/18/04